

Report to



King County

King County Superior Court

ECR Online

Use Case 04 – Access Case Document



Sierra

New thinking.

Sierra Systems Inc.
10900 N.E. 8th Street, Suite 1110
Bellevue, WA 98004-1455 USA
www.SierraSystems.com

Contact: Jona Vallarta
Phone: 425.688.7724
Fax: 425.451.4430
Email: JonaVallarta@SierraSystems.com

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Sierra Systems

REVISION LOG: USE CASE 04 – ACCESS CASE DOCUMENT

Revision Date	Description	Changes Made By
July 26, 2005	Initial Draft	Les Scott
August 31, 2005	Change 'subscription' to 'access code'	Les Scott

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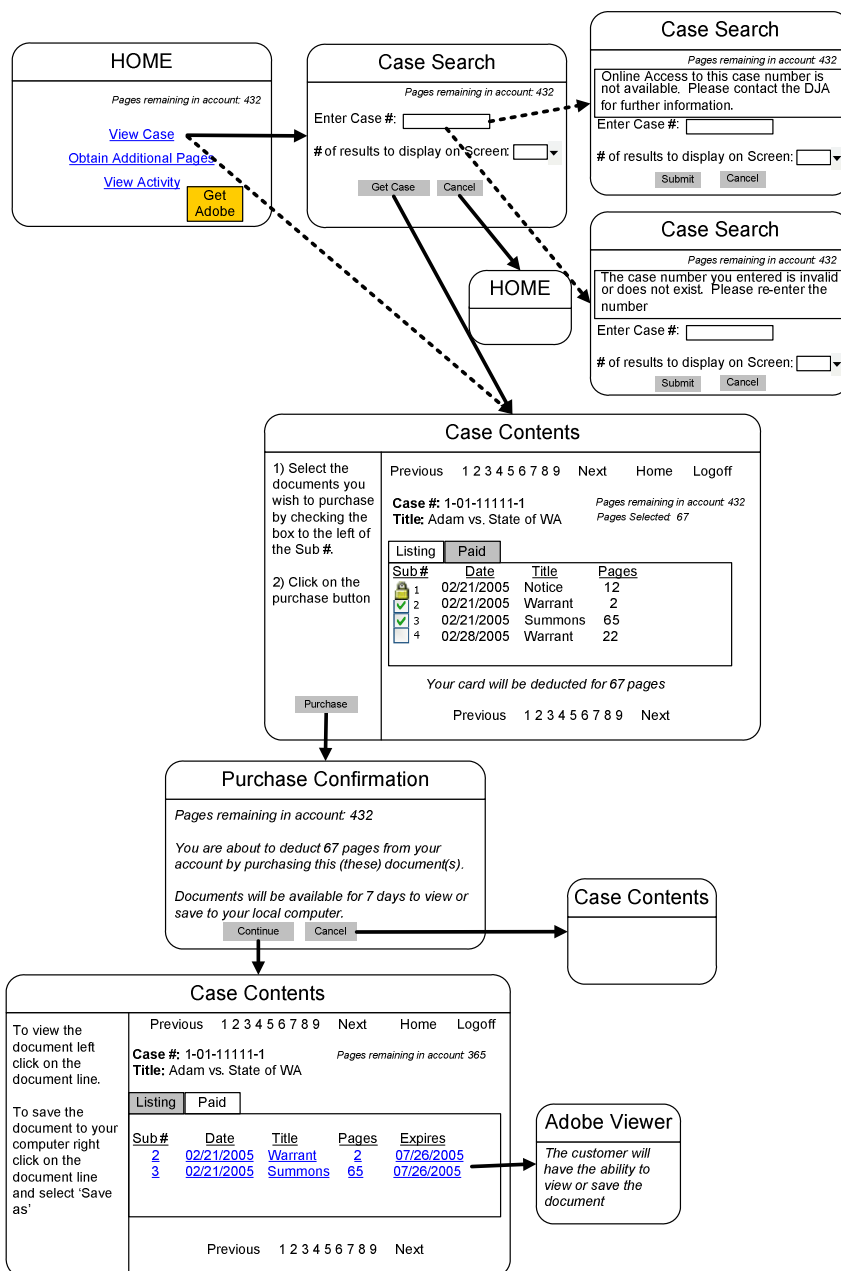
1. USE CASE 04 — ACCESS CASE DOCUMENT

Use Case Name	Access Case Document	
Use Case Number	04	
Description	<p>This use case describes how a user can view or download a case document.</p> <p>The accessed documents are available for viewing or downloading for a specified period. The user can download or view the documents as many times as desired during that period. The specified active period will be defined by the DJA in a system configurable field.</p>	
Actors	Public users (ex: from home)	
Preconditions	The user has successfully logged on the ECR Online account with a valid accesscode that has a remaining balance of unused pages.	
Triggers and Frequency	The user wishes to access court documents online.	
Normal Process	Exceptional Process	
1. The “Home” page appears		
2. The user selects on “View Case”.		
3. The “Case Search” page appears.	<ul style="list-style-type: none"> If the user is logged on with an IFP access code, he/she can only access the case number assigned to their access code. (Proceed to step #5) 	
4. The user enters the “case number” and selects the “Get Case” button.	<ul style="list-style-type: none"> The user selects the ‘Cancel’ button. If the case number is not valid or does not exist, an error message displayed. If the case number exists but is not allowed to be accessed due to application restrictions, an error message displays. 	
5. The “Case Contents” screen appears displaying: <ul style="list-style-type: none"> Case Title Case Number Case Location Filed documents in the case. 	<ul style="list-style-type: none"> Any sealed documents in the case are displayed with a “sealed” indicator next to them and are not available for access. Documents that have been previously downloaded are grayed out and not available for access. 	
6. The user selects the documents to he/she would like to access by placing a check in the box associated with the document. (Sealed documents will be denoted by a lock and will not be selectable.)	<ul style="list-style-type: none"> The system maintains a running total of the pages selected. If the total exceeds the available balance the page refreshes with a warning and provides the user the ability to click ‘Obtain Additional Pages’ or change the document selection. 	
7. The user selects on the “Purchase” button.		

8. The "Purchase Confirmation" screen appears.	
9. The user selects the "Continue" button to confirm the purchase.	<ul style="list-style-type: none">• The user presses the 'Cancel' button.
10. The system retrieves the selected files from ECR and the numbers of pages are deducted from the access code balance.	
11. The "Case Content" screen appears with focus setting to the "Paid" tab. The selected documents are displayed for download.	
12. The user right clicks on the document link to either view or download. The document is available in the "Paid" tab for the amount of time specified in the application parameters.	
Post Condition	The amount of pages accessed was deducted from the access code balance. The user can now download or view the accessed documents in the "Paid" tab.

2. NORMAL PROCESS

2.1. Overview



2.2. Steps 1

HOME

Pages remaining in account: 432

[View Case](#)

[Obtain Additional Pages](#)

[View Activity](#)

Get Adobe

2.3. Steps 2 – 3

Case Search

Pages remaining in account: 432

Enter Case #:

of results to display on Screen: ▼

2.4. Steps 4 – 6

Case Contents

1) Select the documents you wish to purchase by checking the box to the left of the Sub #.

2) Click on the purchase button

Previous 1 2 3 4 5 6 7 8 9 Next Home Logoff

Case #: 1-01-11111-1 *Pages remaining in account: 432*

Title: Adam vs. State of WA *Pages Selected: 67*

Listing		Paid	
Sub #	Date	Title	Pages
<input type="checkbox"/> 1	02/21/2005	Notice	12
<input checked="" type="checkbox"/> 2	02/21/2005	Warrant	2
<input checked="" type="checkbox"/> 3	02/21/2005	Summons	65
<input type="checkbox"/> 4	02/28/2005	Warrant	22

Your card will be deducted for 67 pages

Previous 1 2 3 4 5 6 7 8 9 Next

2.5. Steps 7 – 8

Purchase Confirmation

Pages remaining in account: 432

You are about to deduct 67 pages from your account by purchasing this (these) document(s).

Documents will be available for 7 days to view or save to your local computer.

2.6. Steps 9 – 11

Case Contents

To view the document left click on the document line.

To save the document to your computer right click on the document line and select 'Save as'

Previous 1 2 3 4 5 6 7 8 9 Next Home Logoff

Case #: 1-01-11111-1 *Pages remaining in account: 365*

Title: Adam vs. State of WA

Sub #	Date	Title	Pages	Expires
2	02/21/2005	Warrant	2	07/26/2005
3	02/21/2005	Summons	65	07/26/2005

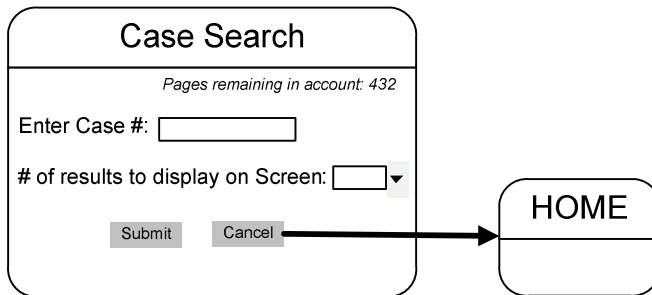
Previous 1 2 3 4 5 6 7 8 9 Next

Adobe Viewer

The customer will have the ability to view or save the document

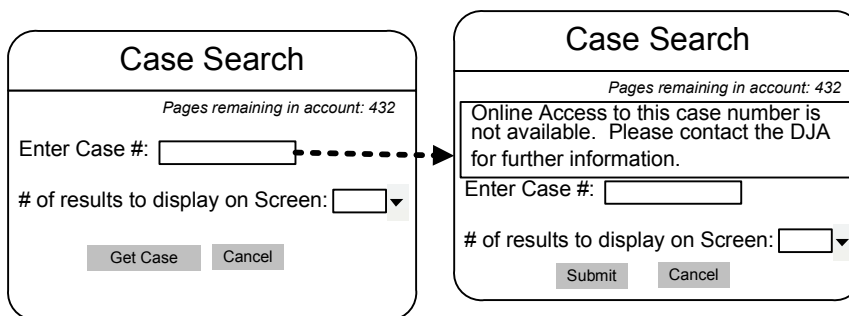
3. EXCEPTIONAL PROCESSES

3.1. Step 3 (Exceptional Process)



In this exceptional process, the user selects the “Cancel” button and is directed to the Home Screen.

3.2. Step 3 (Exceptional Process)



In this exceptional process, the user entered a case number that is not available (i.e. sealed document or case). The user directed back to the “Case Search” screen and displayed an error message.

3.3. Step 3 (Exceptional Process)

Case Search
Pages remaining in account: 432
Enter Case #:
of results to display on Screen:

Case Search
Pages remaining in account: 432
The case number you entered is invalid or does not exist. Please re-enter the number
Enter Case #:
of results to display on Screen:


In this exceptional process, the user entered a case number that was not a valid (i.e. wrong format, mistyped number, etc.). The user is redirected to the “Case Search” screen and displayed an error message.


3.4. Step 4 (Exceptional Process)

Case Contents

1) Select the documents you wish to purchase by checking the box to the left of the Sub #.
2) Click on the purchase button

Previous 1 2 3 4 5 6 7 8 9 Next Home Logoff

Case #: 1-01-11111-1 *Pages remaining in account: 365*
Title: Adam vs. State of WA *Pages Selected: 500* 

Listing	Paid			
Sub #	Date	Title	Pages	Expires
 1	02/21/2005	Notice	12	
	02/21/2005	Warrant	2	07/26/2005
	02/21/2005	Summons	65	07/26/2005
<input checked="" type="checkbox"/> 4	02/21/2005	Bulky	500	

*The document(s) you have selected contain more pages than are available in your account. Please return to the Case Contents to adjust the total number o pages selected or Obtain Additional Pages before proceeding. **Obtaining additional pages will require the customer to re-login.***

Previous 1 2 3 4 5 6 7 8 9 Next

In this exceptional process, the ‘Paid’ tab is in focus and the user sees the cases that are either locked or are currently available for download or viewing.

3.5. Step 5 (Exceptional Process)

1) Select the documents you wish to purchase by checking the box to the left of the Sub #.

2) Click on the purchase button

Purchase


Previous123456789NextHomeLogoff

Case #: 1-01-11111-1





Title: Adam vs. State of WA

Pages remaining in account: 365

Pages Selected: 500



ListingPaid

Sub #	Date	Title	Pages	Expires
 1	02/21/2005	Notice	12	
 2	02/21/2005	Warrant	2	07/26/2005
 3	02/21/2005	Summons	65	07/26/2005
 4	02/21/2005	Bulky	500	

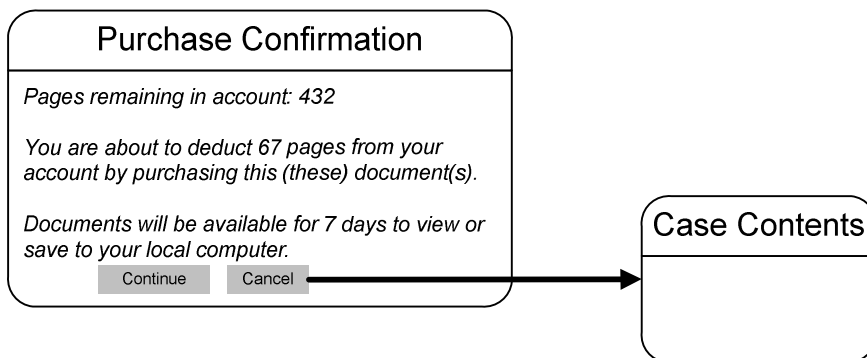
The document(s) you have selected contain more pages than are available in your account. Please return to the Case Contents to adjust the total number of pages selected or Obtain Additional Pages before proceeding. **Obtaining additional pages will require the customer to re-login.**

Obtain Additional Pages

Previous123456789Next

In this exceptional process, the user selected a document(s) containing more pages than currently available on their card.

3.6. Step 8 (Exceptional Process)



In this exceptional process, the user selects the “Cancel” button and is redirected to the “Case Contents” screen.